THE NATURAL SYSTEM OF VERTICAL WRITING

By A. F. Newlands & R. K. Row

BUSINESS AND SOCIAL FORMS

BOOK VIII

D. C. HEATH & CO. BOSTON. NEW YORK. & CHICAGO.

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Position and Penholding.

RIGHT HABITS of position and penholding condition the writing movement, and the movement determines the character and possible facility of the writing. But position must, to some extent, depend upon the slant of the desk and its size relative to the writer, and the method of penholding will be governed somewhat by the same conditions and by the shape of hand and arm of the individual pupil. For these reasons only a general position of body, arm, and hand is recommended, and it is left to the common sense of the teacher to determine how close the individual shall be held to the general ideal. If a pupil shows a decided preference for a slightly different way, and writes well with apparent ease, it will be best to train him in his way.

FIG. 1.

Figure 1 shows the approved position at a desk of the proper slant and height. It should be understood that the writer may incline forward a little, and may write higher or lower upon the page.

FIG. 2.

Figure 2 gives the position recommended at the ordinary nearly flat desk.

Observe that in both illustrations the elbows are *well off* the desk, and hang comfortably near the side.

Figures 3 and 4 show more clearly the hand position and method of penholding recommended as the general ideal result of proper training. The pen is held well away from the point, to raise the hand and prevent its pressing upon the paper,

$97 $\frac{XX}{100}$ Oswego, N.Y., July 20, 1898.

Received from Wm. Zinclow ninety-seven dollars, for rent of dwelling No. 47, Gorman Ave., from July 15 to Oct. 15, 1898.

Henry Quilton.

$97 $\frac{XX}{100}$ Oswego, N.Y. July 20, 1898.

Received from Wm. Zinclow ninety-seven dollars, for rent of dwelling No. 47 Gorman Ave., from July 15 to Oct. 15 1898.

Henry Quilton.

$97 $\frac{XX}{100}$ Oswego, N.Y., July 20, 1898.

Received from Wm. Zinclow ninety seven dollars, for rent of dwelling no 47 Gorman Ave from July 15 to Oct. 15, 1898

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Received from Wm. Zinclow ninety seven dollars, for rent of dwelling no 47, Gorman Ave, from July 15 to Oct. 15 1898

Henry Quilton

St. Louis, Mo., Feb. 2, 1897.

Mr. John Urquhart,
Des Moines, Ia.

Dear Sir,

We beg to call your attention to the enclosed statement of your account which is long past due. Kindly favor us with an early remittance and oblige.

Yours truly,
P. C. Kirkwood.

St. Louis Mo., Feb 2 1897

Mr John Urquhart,
Des. Moines, Ia.

Dear Sir,

We beg to call your attention to the enclosed statement of your account which is long past due Kindly favor us with an early remittance and oblige

Yours truly
P C Kirkwood

Baltimore, Md., Jan. 2, 1898.

Mr. Wm. Upper,
Raleigh, N.C.

Dear Sir,

Enclosed find a statement of your account. We have drawn on you at sight for the amount. Please protect the draft and oblige.

Yours truly,
Wild & Howell.

Baltimore, Md., Jan. 2, 1898.

Mr. Wm. Upper,
Raleigh N.C.

Dear Sir,

Enclosed find a statement of your account. We have drawn on you at Sight for the amount. Please protect the draft and oblige

Yours truly
Wild & Howes

BANK CHECK—NEGOTIABLE WITHOUT ENDORSEMENT.

$116 45/100

Indianapolis, Ind., Mar. 3, 1898.

Central National Bank

Pay to George X. Dennison, or bearer,
one hundred sixteen and 45/100 dollars.

No. 212. Edward Whitney.

$116 45/100 Indianapolis, Ind, Mar 3, 1898

Central National Bank

Pay to George X. Dennison, or bearer,
one hundred sixteen and 45/100 dollars.

No. 212. Edward Whitney.

$116 45/100 Indianapolis, Ind., Mar

Central National Bank

pay to George X. Dennison, or bearer,
One hundred sixteen and 45/100

No. 212 Edward Whitney

116 45/100 Indianapolis Ind Mar 3

Central National Bank

pay to George X Dennison or Bearer
One hundred sixteen and 45

116 45/100. Carl O. Peterson

TRADERS BANK.

DEPOSITED BY

Samuel Patterson

LOWELL, Oct. 29, 1897.

Bills	125	00
Gold	20	00
Silver	7	45
Checks $56.		
87.30	143	30
	$295	75

TRADERS BANK.

DEPOSITED BY

Samuel Patterson

LOWELL, Oct 29, 1897

Bills	125	00
Gold	20	00
Silver	7.	45
Checks $56		
87.30	143	30
	$295	75

TRADERS BANK.

DEPOSITED BY

Samuel Patterson

LOWELL, Oct 29, 1897

Bills 2 12,3 48,631	125	00
Gold 3,134,386,743	20	00
Silver	7	45
Checks $56.		
87.30	143	30
	$295	75

TRADERS BANK.

DEPOSITED BY

Samuel Paterson

LOWELL, Oct. 29, 1897

Bills	125	00
Gold	20	00
Silver	7	45
Checks $56		
87.30	143	30
	$295	75

INVOICE.

HOLYOKE, MASS. Sept. 29, 1898.

Mr. Wallace E. Bruce,

Concord, N. H.

BOUGHT OF THE GRANT PAPER CO.

5	Rms	Cream Laid	60 lbs.	.06½	19 50
8	"	Bond	20 "	.15	24 00
6	"	White Laid	80 "	.06	28 80
4	"	Manila	40 "	.05	8 00
		Cartage			75
					$81 05

HOLYOKE, MASS. Sept 29, 1898

Mr Wallace E Bruce

Concord N.H.

BOUGHT OF THE GRANT PAPER CO.

5	Rms	Cream Laid	60 lbs	06½	19 50
8	"	Bond	20 "	15	24 00
6	"	White Laid	80 "	.06	28 80
4	"	Manila	40 "	.05	
		Cartage			75
					$81 05

HOLYOKE, MASS. Sept 29, 1898

Mr Wallace & Rice

Concord N H

BOUGHT OF **THE GRANT PAPER CO.**

5 Rms	Cream Laid bolts ob½	19	00
8 "	Bond 20" .15	24	00
6 "	White Laid 80" .06	28	80
4 "	Manila 40 .05	8	00
	Cartage		75
		$81	05

HOLYOKE, MASS. Sept 29 1898

Mr. Wallace & Bruce

Concord N H.

BOUGHT OF **THE GRANT PAPER CO.**

5 Rms	Cream Laid bolts ob½	19	50
8 "	Bond 20" 15.	24	00
6 "	White Laid 80" .05	28	80
4 "	Manila 40 " .05	8	00
	Cartage		75
		$81	05

Atlanta, Ga., Dec. 15, 1898.

Messrs. Alexander & Welljoin,
New Orleans, La.

Gentlemen,

Enclosed find invoice of goods shipped you to-day as per your order of the 10th. inst. Trusting the goods will prove satisfactory, and awaiting your further orders, we are

Yours respectfully,
Robert Finmore & Cooper Co.

Atlanta, Ga., Dec. 15, 1898

Messrs Alexander & Welljoin,
New Orleans, La.

Gentlemen,
Shipped you Enclosed find invoice of goods shipped you to-day as per you order of the 10th inst. Trusting the goods will will prove satisfactory and awaiting your further orders we are

Yours respectfully,
Robert Timmor & Co.

New York Aug. 18, 1897

Messrs. French, Hazlett & Co.

Richmond, Va.

To Richard Cannon Dr.

Feb	2	Amount of account rendered	62	00
Apr.	10	Mdse. invoice at 4 mos	151	25
May	14	" " " 30 days	96	30
		Cr.	309	55
Apr.	27	Mdse. returned	21	60
			$287	95

New York Aug 18, 1897

Messrs French, Hazlett & Co.

Richmond, Va.

To Richard Cannon Dr.

Feb	2	Amount of account rendered	62	00
Apr	10	Mdse. invoice at 4 mos	151	25
May	14	" " " 30 days	96	30
		Cr	309	55
Apr.	27	Mdse returned	21	60
			287	95

Lynn, Mass., Apr. 6, 1897.

Messrs. D. C. Heath & Co.,
110 Boylston St.,
Boston, Mass.

Gentlemen,

Please send immediately by American Express,—

75 doz. each Natural System of Vertical Writing Nos. 1—6.
75 doz. each Business and Social Forms.
4 doz. Teachers' Manuals.
30 sets Wall Charts.
125 gross Volpenna pens, A.
260 " " " B.

Do you publish spelling blanks giving "The Natural System" alphabets?

Yours truly,
Richard U. Otter.

Messrs D.C. Heath & Co.,
110 Boylston St.,
Boston, Mass.

Gentlemen,

Please send immediately by American Express

75 doz. each Natural System of
Vertical Writing Nos 1—6.
75 doz. each Business and
Social Forms.
4 doz. Teacher's Manuals.
30 sets wall charts.
125 gross Volpenna pens, A.
260 " " " B.

Do you publish spelling blanks giving "The Natural System alphabets

Yours truly
Richard U. Otter

Duluth, Minn., Apr. 6, 1899.

Messrs. Irwin & Kennedy,
St. Paul, Minn.

Dear Sirs,

Permit me to introduce my respected friend, Mr. Fred. Oliver, who wishes to place an order with your house. Up to the time of our retirement from business Mr. Oliver was one of our most valued customers, careful in buying but equally careful and prompt in meeting his obligations. By fair dealing and judicious management his business has been more than doubled during the past five years. We hope your meeting may long be mutually pleasant. Any kindness you may show him will be deemed a personal favor by

Yours sincerely,
Henry Virtue.

Duluth, Minn., Apr 6, 1899

Messrs Irwin & Kennedy,
St. Paul, Minn

Dear Sirs,

Permit me to introduce my respected friend Mr Fred Oliver. Who wishes to place an order with your house. Up to the time of our retirement from Business Mr Oliver was one of our most valued customers, careful in buying but equally careful and prompt in meeting hs obligations. By fair dealing and judicious management his business has been more than doubled during the past five years. We hope your metting may long mutually pleasant. Any kindness may show him will be & deemed a personal favor by. &

Yours sincerely &
Henry Virtue

stamp

Mr. Richard Walker,
562 University St.,
New Haven,
Conn.

stamp

Mr Richard Walker,
562 University St.,
New Haven,
Conn.

Stamp

Mr Richard Walker,
562 University St.,
New Haven,
Conn.

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Mr Richard Walker,
562 University St,
New Haven,
Conn

Stamp

Mr Richard Walker,
562 University St.,
New Haven Conn,
Conn.

Stamp

Mr Richard Walker,
562 University St.,
New Haven,
Conn.

TIME DRAFT.

A. W. Kane & Co.

$ 109 5b/100 San Francisco. Oct. 4, 1899

At ten day's sight pay to the order of Robert Thomas Lauderman

One hundred, nine and 5b/100 Dollars

value received, and charge the same to the account of

To H. C. Zouave,

No. 192. Sacramento, Cal. A. W. Kane & Co.

A. W. Kane & Co.

$ 109 5b/100 San Francisco. Oct 4, 1899

At ten days sight pay to the order of Robert Thomas Lauderman

One hundred, nine and 5b/100 Dollars

value received, and charge the same to the account of

To H C Zouave

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A. W. Kane & Co.

$ 109 5b/100 San Francisco. Oct 4 1899

At ten days sight pay to the order of Robert Thomas Lauderman

One hundred, nine and 5b/100 Dollars

value received, and charge the same to the account of

To H C Zouave

No. 192 Sacramento, Cal A W Kane & Co.

$225 00/100 Philadelphia, Pa., Sept. 2, 1898

Three months after date I promise to pay to the order of Edward X. Kearnsby Two hundred and twenty five ~~~ Dollars at the Standard Bank. Value received.

No. 732. Harold Quinte.

$225 00/100 Philadelphia, Pa., Sept. 2, 1898

Three months after date I promise to pay to the order of Edward X. Kearnsby Two hundred and twenty-five ~~~ Dollars at the Standard Bank Value received.

No. 732 Harold Quinte

$225 00/100 Philadelphia, Pa., Sept 2 1898

Three months after date I promise to pay to the order of Edward X. Kearnsby Two hundred and twenty five ~~~ Dollars at the Standard Bank Value received.

No. 1,667,766,3344 Harold Quinte

Mr. and Mrs. A. Raye
request the pleasure of
Mr. George Ultimer's company
at luncheon
on Friday, August tenth
at two o'clock.
27 Chestnut Avenue,
Portland.

Mr. and Mrs. A. Raye
request the pleasure of
Mr. George Ultimer's company
at luncheon.
On Friday, August tenth
at two o'clock
27 Chestnut Avenue,
Portland.

At Home
Tuesdays December eleventh
and eighteenth from four
until ten o'clock.
25 Harvard Street, Cambridge.

Invitation

At Home
Tuesday December eleventh
and eighteenth from four
until ten o'clock
25 Harvard Street Cambridge.

At Home
Tuesdays December eleventh
and eighteenth from four
until ten o'clock
25 Harvard Street, Cambridge

At Home
Tuesday December eleventh
and eighteenth from four
until ten o'clock
25 Harvard Street Cambridge

NOTE OF ACCEPTANCE.

Mr. Geo. Ultimer takes much pleasure in accepting Mr. and Mrs. Raye's kind invitation for Friday afternoon.

427 Unique Street,
Portland, Me.

20

NOTE OF REGRET.

NOTE of Acceptance

Mr. Geo. Ultimer takes much pleasure in accepting Mr. and Mrs. Rayes kind invitation for Friday afternoon

427 Unique
Portland, Me

NOTE OF REGRET.

Mr. Geo. Ultimer regrets that a business engagement prevents his acceptance of Mr. and Mrs. Raye's kind invitation for Friday afternoon.

427 Unique Street,
Portland, Me.

NOTE OF ACCEPTANCE.

Note of Regret

Mr Geo. Ultimer regrets that a business engagement prevents his acceptance of Mr and Mrs Raye kind invitation for Friday afternoon,

427 Unique Street
Portland, Me.

NOTE OF INVITATION.

Mr. Colimer Hamilton
presents respects to Miss Ed-
ith Graham and begs that
he may have the pleasure of
her company to the lecture to-
morrow evening.

241 Landmark Avenue,
Wednesday, March 4th.

NOTE OF ACCEPTANCE.

Mr. Colimer Hamilton
Presents respects to Miss Ed-
ith Graham and begs that
he may have the pleasure of
her company to the lecture to-
morrow evening

241 Landmark Avenue,
Wednesday, March 4th.

NOTE OF ACCEPTANCE.

Miss Edith Graham presents her compliments to Mr. Colimer Hamilton and will be most happy to accompany him to the lecture this evening.

Grove Place,

Thursday, March 5th.

NOTE OF INVITATION.

Miss Edith Graham presents her compliments to Mr. Colimer Hamilton and will be most happy to accompany him to the lecture this evening

Grove Place

Thursday, March 5th

Carl

The School of Expression
invites you to be present
at the
Annual Graduation Recital,
Washington Hall,
Monday evening, May fifth,
at a quarter before eight.
589 Lincoln Street,
Columbus.

The School of Expression
invites you to be present
at the
Annual Graduation Recital
Washington Hall,
Monday evening, May fifth,
at a quarter before eight
589 Lincoln Street
Columbus

and to overcome the natural tendency, or habit, of the child to cramp the fingers and grip the pen. The hand is slightly steadied upon the side of the last section of the fourth finger.

To aid in developing power and skill to write with the hand position

FIG. 3.

FIG. 4.

Correct position of hand.

here shown, and, ultimately, with a view to freedom and speed, to form a habit of doing so, two special methods of practice are strongly recommended.

First, with a long hold of the pen and without allowing any part of the hand or arm to rest, write for a minute or two, upon practice paper, very large letter forms. Figures 5 and 6.

FIG. 5.

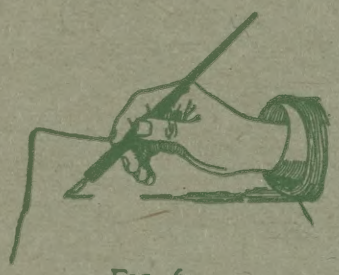


FIG. 6.

Good position for early practice.

Second, supporting the forearm lightly upon the edge of the desk, but keeping the hand from touching the paper, write at first large and then smaller.

It is important that these methods of practice should not only be employed from the very first to prevent the forming of wrong habits, but they should be used in all grades until right habits are formed. The second method may be used very extensively. Pupils may be encouraged to do their ordinary writing in that way, keeping in mind that the object is freedom and hand control, in order that we may combine rapidity with legibility.

For fuller discussion see Teachers' Manual.

Omission of Inconvenient Joining Lines.

Following the usage of most rapid writers, in the copies in these books inconvenient joining lines between letters have been omitted. These skips imply, not *stoppages* of motion, but *accelerations*, the pen leaping, by the easiest route, to the beginning of the next letter. This is found to be especially true before a, c, d, g, o, and q, and after p, s, and z. The only precaution necessary is to see that the letters are closely grouped in words and the words well spaced in the sentences.

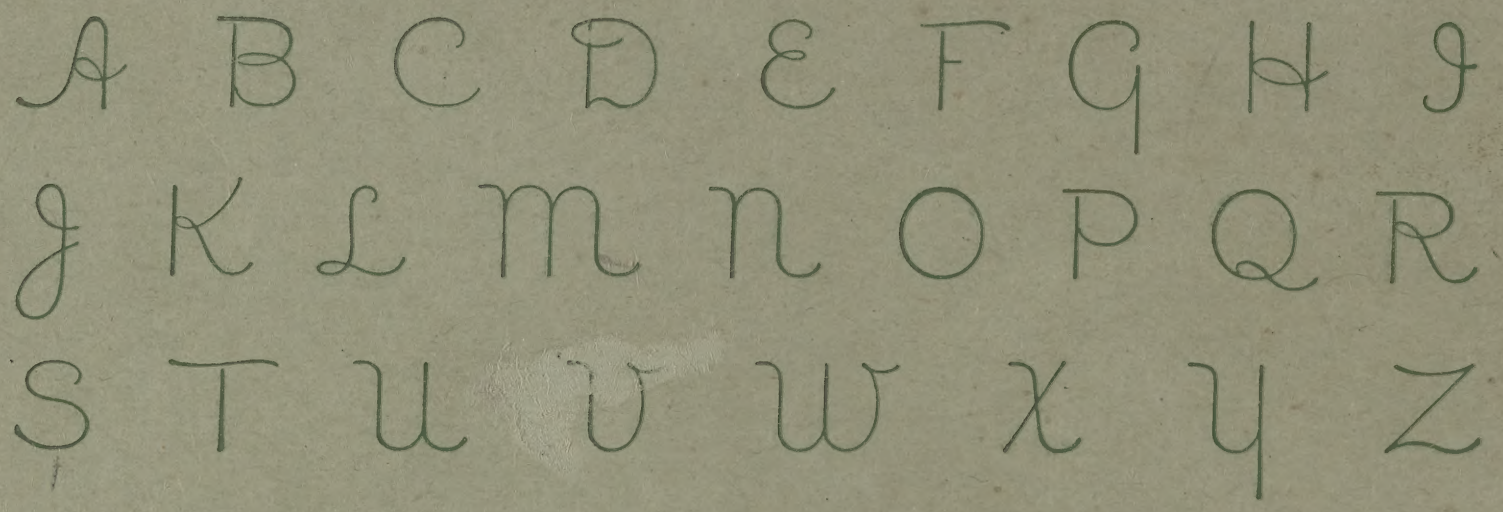
To the Pupil.

When you have learned to write well, practice writing your best gradually faster and faster. When in the fifth or sixth grade, you should be able to write a sentence plainly and neatly at the rate of from 90 to 150 letters per minute.

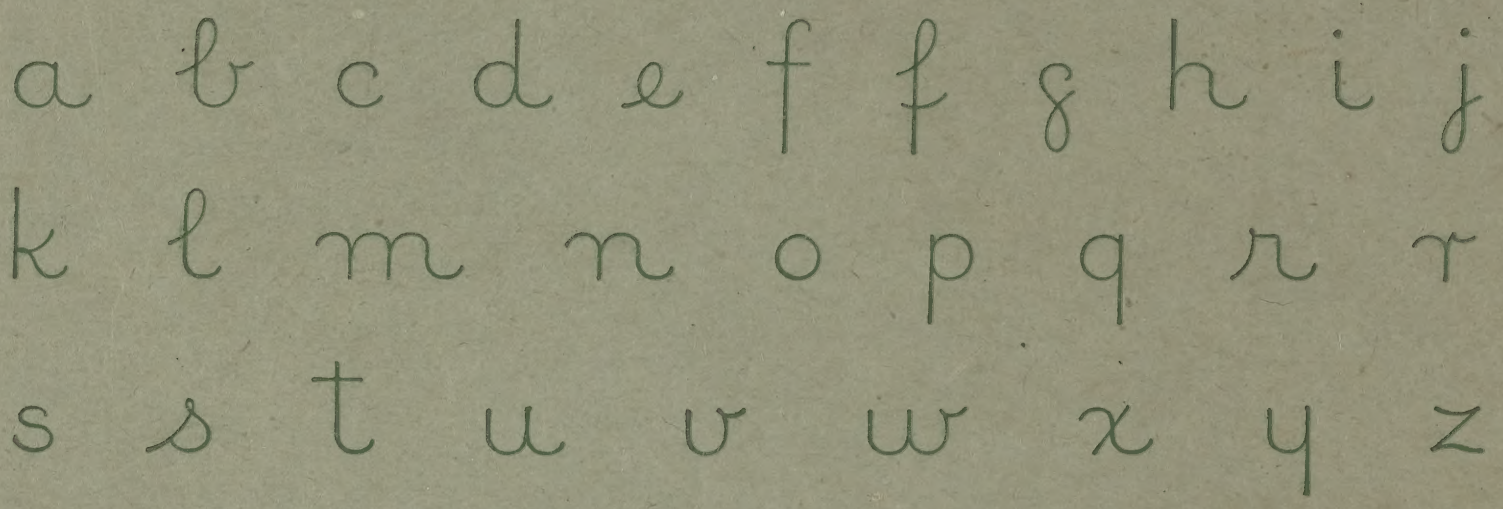
CHART OF THE NATURAL SYSTEM OF VERTICAL WRITING

STANDARD FORMS.

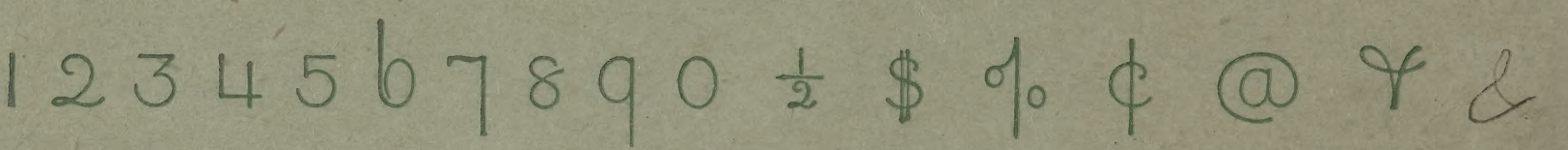
CAPITALS.



SMALL LETTERS.



FIGURES AND SIGNS.



D. C. HEATH & CO., PUBLISHERS,

BOSTON. NEW YORK. CHICAGO.